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AZ.GOV
Arizona's Official Web Site

SEARCH

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ADMINISTRATORS

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▷ UPCOMING EVENTS

Superintendent

About Department of Education

Accountability

Standards & Assessment

Top School District Ranking (example only)

Local intranet | Protected Mode: Off

125%

ARIZONA DEPARTMENT OF **EDUCATION**

COMMON LOGON

The gateway to secure data transactions and information

Username: [   ]

Password: [   ]   [Continue >>]

Type in your user name and password from the email that you received. The computer will ask you to change your password.

ease note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle too long a period of time.

e have changed our practices regarding passwords and user accounts. Click here for Current Password Process.

you have lost your password Click here.

Common Logon Application Menu

◆ LEA Profile
◆ State Tutor Fund   **Click on State Tutor Fund.**

| Change Profile | Logout |

Arizona Department of Education

Arizona State Tutor Fund

Modify Profile:

First Name: Suzy

Last Name: User

Email: suzy.user@azed.gov

SSN: 123456789

Save

If you check your social security entry later, you will notice that an extra number has been added to the beginning and end. This is how the program has been set up.

ARIZONA DEPARTMENT
OF EDUCATION

Administration

System Directions

Q&A / FAQ

Add a Session

History

Modify Profile

Register a Student

Review Sessions

Student Progress

System Di

1. - The system v
social security nur
a. Make su
dashes) ar
- Otherwise. t

**The menu shows your
choices in the online
program. You will start
entering student information
in Register a Student.**
:e
re
jy
/s

student is
save. If th
Click save.
c. In the si
the studen
one. The
d. The sys
e. If you m

Public SAIS ID:	12345678
Date of Birth (mm/dd/yyyy):	05/08/1994
Gender:	Male
Grade Level:	7
	Submit

If the computer does not enter the data and tells you there is a mismatch, one of the the 3 top pieces of data is incorrect.

Student Registration Form

Public SAIS ID: 12345678

Student Name: John Smith

Grade Level: 7

1. The student is eligible for tutoring by:

○ Not passing 8th grade or high school AIMS in one or more areas
  (If a high school student falls into both categories, mark this answer, and be sure to fill
  in the AIMS information below.)

⦿ Attending a school labeled underperforming or failing through AZLEARNS

2. Enter the portion(s) of the high school AIMS test in which the student's performance level was "Falls Far Below":

☐ Reading

☐ Writing

☐ Mathematics

☐ No portions are "Falls Far Below"

☐ N/A never took 8th grade AIMS (if 9th or 10th grader) or high school AIMS if 11th or 12th grader

3. Enter the portion(s) of the high school AIMS test in which the student's performance level was "Approaches":

☐ Reading

☐ Writing

☐ Mathematics

☐ No portions are "Approaches"

☐ N/A never took 8th grade AIMS (if 9th or 10th grader) or high school AIMS if 11th or 12th grader

[Save]

https://www.ade.az.gov/academicachievement/statetutorfund/tutorSession.aspx

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Student Detail Status   State Tutor Fund :: Sessi...

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Online Tutoring Attendance

After you register all of your students, enter each session in a timely manner. The computer will accept multiple sessions per day. Once saved, you can make session corrections by going to Review Sessions.

1. Enter session date: [   ] (Format: mm/dd/yyyy)

2. Select the nature of this session.
   ☐ Phone call or meeting with parent and student to discuss Certificate of Supplemental Instruction (not required)
   ☐ Tutoring

This example will help you enter data correctly.

You tutored three on 10/21/06 a Saturday.

- Mary from 8:30-9:00
- Bob and Larry joined Mary from 9:00 to 10:00
- Mary left, and the two boys continued from 10:00 to 11:00.
- Later, Mary returned during lunch from 12:00-12:30.

In this scenario, you would enter four sessions.
Enter a sesson: .5 hour - check Mary
Enter a session: 1 hour - check Mary, Bob and Larry
Enter a seession: 1 hour - check Bob and Larry
Enter a session: .5 hour - check Mary

What is not visible on this slide is the list of students the tutor registered online. On the actual screen from the online program, the tutor will be asked to check the student(s) present at the session being entered.

3. Select the number of hours in this session.

[0.25 ▾]

4. Select the subject(s) tutored in this session.
   ☐ Reading
   ☐ Writing

Students Progress

Sometime during or after tutoring, even if students drop, answer the question below which is related to individual student academic improvement. You must answer this question to be paid for your services. --NOTE-- If you are unable to edit this answer, then this means that the student has already been assessed by another tutor.

Did the student show academic improvement in the skill that you wrote in the Certificate of Supplemental Instruction?

ID	Last Name	First Name	Grade	Payment Eligibility	Edit Payment Eligibility Answer
Blocked;	Last names will show but have been blocked in this screen shot.	First names will show but have been blocked in this screen.	8	Yes, based on written assessment	
:			7	Please Edit and Choose an Answer ▾	Save Cancel
:			6	Please Edit and Choose an Answer	
:			7	Yes, based on written assessment	
:	You can see your 6 response choices for academic improvement.		7	Yes, based on oral assessment	
:				Yes, both	
:			6	Unknown because student dropped from tutoring program	Edit
				No	
				N/A, student was only registered but not tutored	
:			7	Yes, based on oral assessment	
:			7	Yes, based on oral assessment	
:			7	Please Edit and Choose an Answer	Edit
:			8	Please Edit and Choose an Answer	Edit

Students Progress

Did the student show academic improvement in the skill that you wrote in the Certificate of Supplemental Instruction?

ID	Last Name	First Name	Grade	Payment Eligibility	Edit Payment Eligibility Answer
Blocked	Blocked on this screen shot.	Blocked on this screen shot.	8	Yes, based on written assessment	
			7	Please Edit and Choose an Answer	Edit
			6	Yes, based on oral assessment	
			7	Yes, based on written assessment	
	Payment Eligibility answers in black have been completed; those in red need to be finished before the end of the round of tutoring in order for the tutor to be fully paid.		7	Yes, based on oral assessment	
			6	Please Edit and Choose an Answer	Edit
			7	Yes, based on oral assessment	
			7	Yes, based on oral assessment	
			7	Please Edit and Choose an Answer	Edit
			8	Please Edit and Choose an Answer	Edit
			7	Please Edit and Choose an Answer	Edit

ARIZONA DEPARTMENT of EDUCATION

Arizona State Tutor Fund

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FAQ

Session

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Profile

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/ Sessions

nt Progress

Tutor: Suzy User

Review Sessions: This is the section where you can look at and/or delete session data that you have saved. Data you see listed is what we extract when we run the report to pay you.

Tutor Sessions

Instructions: To review a previous session click on the "Session Date" "Delete" link and resubmit the session

Review a Session	Session Date	Student
Review	6/4/2007	1
Review	6/4/2007	1
Review	6/5/2007	2
Review	6/5/2007	1
Review	6/6/2007	2
Review	6/6/2007	1
Review	6/7/2007	3
Review	6/7/2007	1

Session Review

1. Enter session date

6/4/2007 12:00:00 AM

2. Is this a continuing session?

Yes

3. Select the nature of this session

- Tutoring

4. Select the number of students actually present in this session. session, a new survey must be completed. For example if during a minutes and one student left after 30 minutes, then complete 1 se students.

Students: 1

5. Select the number of hours in this session.

Hours: 1.00

6. Select the subject(s) tutored in this session.

- Reading

Students attending this session.

Last Name	First Name	Grade
Blocked	Blocked	6